



Method Statement

DATE: 08/07/24

CLIENT: ASTUTE PEOPLE

SHOW: RWM

STAND NO: EN-130

VENUE: THE NEC, BIRMINGHAM

NATURE OF WORKS: INSTALLATION AND REMOVAL OF EXHIBITION STAND

CONTRACTOR: DW EXHIBITIONS LTD
UNIT 4B, BRADLEY PARK, HIGH HOLBORN ROAD, RIPLEY, DERBYSHIRE,
DE5 3NW

CONTACT: RICHARD DAVIES – 07917 005651

EMAIL: RICHARD@DWSTANDS.COM

All employees and self-employed labour will comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant health and safety legislation, our own safety policy, risk assessments and method statement, together with any specific site rules and, where applicable, the requirements of the client's safety policy and health and safety plan.

Under no circumstances should any person working for DW Exhibitions Ltd or sub-contractor, carry out any works without the appropriate training and instruction.

1. Description of work

The installation of premanufactured items / removal of premanufactured items in relation to an exhibition stand.

2. Access

Passes will be handed out to each individual working for and on behalf of DW Exhibitions Ltd, including any sub-contractors.

3. Briefing of staff

All staff will have undertaken a DW Exhibitions induction course prior to any site visit. They will be fully trained in installation / dismantle techniques.

Everyone acting on our behalf will be briefed about our risk assessment and method of installation process. A copy of these statement of works will be carried in our onsite file by our site supervisor.

All staff will wear safety equipment minimum it will be full steel toe cap and a Hi viz jacket along with any other required PPE.

4. Methodology (detail sequence of events)

Install:

We will commence unloading of our vehicles in a safe and appropriate manner wearing their hi visibility vests for safety and any other required PPE.

The team will begin laying the 40mm expo floor then cover with exhibition grade carpet. It will have a poly cover for protection during build up and ali edging to all open sides. We will fit cove lighting around the open sides to give a green cove effecting lighting.

The rear of the stand will be 3960mm high x 1m wide stock walls, clad on the rear from 2.5m and above in a neutral colour as required.

We will then place 3m x 1m stock wall panels to form the storeroom which will have a lockable door and vision panel.

At the front of the stand we will have 1m x 3m double sided walls with a 6m run overhead canopy. The canopy will have aluminium bars inserted to ensure rigidity across the 6m run. The two support walls will be screwed to the floor.

We will then lift the counters and furniture into place along with the dwarf wall planter. The plants will be live plants to ensure they meet with H&S regulations. Graphics will be a lightbox on the rear wall, black out fabric wall wraps on the the two support legs and fret cut vinyls across the stand.

TV screens as per the visual with cables running under the raised flooring.

During the build all DW Exhibitions staff will ensure the area is kept clear and free from any hazard.

Breakdown:

We will commence breakdown by removing all freestanding items, including furniture.

Once stand is cleared of these items will then begin to take down the walls of the stand using any lifting equipment that maybe required. Use of ladders may be required to remove any fittings on the walls. Once we have taken everything down the vehicles will be loaded and the space left clear and empty of any debris.

5. Operator training and plant equipment

All operatives will be required to comply with the requirements of DW Exhibitions Ltd induction training given by this company and the client. All operatives employed

by or sub-contracted to this company will be experienced and trained in the work that they are undertaking. Experienced operatives will supervise any trainees. Further training will be provided if it is found to be required. Any machinery will only be operated by those competent and adequately trained in its use. Power tools will be checked at regular intervals and a visual inspection carried out before use. Power tools will be 110 volts or less and shall be subject to portable appliance testing at regular intervals.

6. List of equipment

Step ladders
Trolley with rubber wheels
All stand materials
Hoover
Hand tools.
Fixings.
Ladders
Genie lift (If and when required)
Safety equipment
PPE as required

7. Qualifications

Basic Health & Safety training
City and guilds for carpentry work
First aid training
Manual handling / lifting training

Related legislation

Health & safety at work 1974
Provision and Use of Work Equipment Regulation 1998
Personal Protective Equipment Regulations 1992
Manual Handling Operations Regulations 1992
First Aid at Work Regulations 1981
COSHH health regulations 1999

Available guidance

ACOP Provision and Use of Work Equipment Regulations 1998
ACOP Personal Protective Equipment Regulations 1992
ACOP Manual Handling Operations Regulations 1992

8. Safety & Third parties

All employees and sub-contractors will be made aware during site induction of any risks their work can impose on others in the vicinity. Work will only be undertaken to minimise these risks or when adequate protection is in place. The foreman will ensure protection against falling materials is adequate.

9. Environmental controls

Every effort will be made to keep noise, dust and waste levels to a minimum, and to ensure that they do not cause a hazard or become a nuisance to others. Working areas will be tidied regularly and waste removed regularly to vehicles or to a secure or protected area and subsequently loaded into vehicles and removed from site where it will be recycled or disposed of.

10. Personal Protective equipment, first aid and emergency services.

Personal Protective Equipment will be worn:

All operatives will wear protective footwear.

All operatives will be made aware of first aid and emergency procedures at the site induction on their first arrival.

11. Non-standard activities

Should any work be non-standard, either regarding the materials used or the type of activity to be carried out, an Appendix will require to be submitted to the event organisers before any additional works can be carried out. This will include necessary risk and COSHH assessments and changes to the method statement. It will ensure that the work is carried out safely in accordance with current legislation and our own safety policy together with any site rules

12. Supervision, controls, and monitoring

The appointed on-site Supervisor will ensure that the safe means of working as given by this method statement and the associated risk assessment is complied with. They will directly control all work and will ensure that all work is carried out according to health and safety regulations. The supervisor will liaise with the health and safety officer concerning any issues with other contractors or subcontractors.

The following personal will be the appointed onsite contact / supervisor

Operations managers/ instillation Supervisors	Richard Davies Mobile: 07917005651	
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13. Additional safety precautions

All operatives will understand and comply with DW Exhibitions Ltd 'Drugs & Alcohol' policy. Health and Safety will be considered, and any accidents will be reported.

14. Distribution and amendments to information

This method statement will be issued to the following: -

Company	Name
DW Exhibitions Ltd	Richard Davies

Joanne walker

Any requests for amendments to this method statement should be forwarded to the author at the address listed above.

All operatives working on site will be given a copy of this method statement and will be required to read it in the presence of their supervisor. They will each sign a separate record stating that they have been issued with, understand, and will comply with the contents of this method statement. The project manager will retain this issue list.

Document Prepared	Name
By:	Richard Davies Joanne Walker

Signature of
Originators:

Date	1 March 24
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